

## POSITION VACANCY

### Director of Westminster Entrepreneurship Center Fellowship Programs

Westminster College, New Wilmington, PA invites applications for the inaugural **Director of Westminster Entrepreneurship Center (WEC) Fellowship Programs**, a unique full-time, 11-month non-tenure track Administrative/Faculty appointment designed to launch and lead a new Economic Development Fellowship Program. This donor-funded initiative supports community-based applied learning grounded in regional economic development, small-business support, and workforce innovation.

The Director will play a central role in connecting students with real-world partners, building regional collaborations, and advancing Westminster's mission of preparing students for meaningful work and leadership. This position reports to the Senior Director of the Westminster Entrepreneurship Center with an academic home in the School of Business.

#### **Key Responsibilities:**

##### *Fellowship Program Leadership & Administration*

- Design, launch, and manage fellowship programs placing students with businesses, nonprofits, municipal agencies, and regional development organizations.
- Develop annual program goals aligned with donor intent, regional priorities, and economic development needs.
- Oversee budgeting, scheduling, assessment, logistics, and strategic reporting.
- Lead onboarding, training, professional development, and ongoing project oversight of student fellows.

##### *Local Partnership Development*

- Serve as primary liaison to partner organizations including economic development agencies, community foundations, municipal offices, chambers of commerce, and regional businesses.
- Ensure partner expectations are met and students receive meaningful experiential learning opportunities.
- Identify and cultivate new partnership sites and collaborative possibilities.

##### *Teaching Responsibilities (School of Business)*

- Teach two courses per semester (fall and spring).

- Develop and teach a new Economic Development course focusing on applied regional development, workforce trends, and community-based strategy.
- Teach additional courses aligned with School of Business needs.
- Create syllabi, assessments, and experiential components connecting coursework to active fellowship projects.
- Maintain regular office hours and provide academic support to students.

#### *Student Recruitment, Advising & Supervision*

- Recruit, select, and advise students participating in the Economic Development Fellowship Program.
- Mentor fellows throughout their placements, supporting professional skill-building and community-engaged project development.
- Guide students in applied research and experiential learning work.

#### *Campus Collaboration & Reporting*

- Collaborate with Academic Affairs, Career Services, Community Engagement, and Marketing to strengthen fellowship initiatives.
- Prepare annual donor reports demonstrating program impact and community outcomes.
- Partner with Advancement to support donor relations and identify future funding opportunities.

#### **Required Qualifications**

- Master's degree in business or a closely related field; specialized certifications preferred.
- Experience in economic development, community engagement, entrepreneurship, or related applied fields.
- Demonstrated success teaching at the college level (preferably in business or applied social sciences).
- Strong project management, communication, and organizational skills.
- Experience working with community partners, nonprofits, municipal agencies, or local businesses.
- Commitment to experiential learning and student development.
- Ability to manage multiple partnerships, projects, and teaching responsibilities simultaneously.

## **Application Instructions**

*Applicants should submit the following by email to [sbapply@westminster.edu](mailto:sbapply@westminster.edu) :*

- A cover letter addressing qualifications and interest in the position
- Curriculum vitae or résumé

Applications will be reviewed until the position is filled.

## **About Westminster College**

Westminster College is a student-centered liberal arts institution in New Wilmington, Pennsylvania, committed to developing leaders who think critically, communicate clearly, and engage meaningfully with their communities. The Westminster Entrepreneurship Center (WEC) empowers students through innovation, hands-on projects, and community-based economic engagement.

Westminster College is an Equal Opportunity Employer.